



Government of Punjab
Department of School Education
(Education-6 Branch)

To,

All District Education Officers (SE/EE)
Punjab.

Memo No. SED-EDU6/2024 IEDU6/ 877 298

Date: 25.07.24

Subject: Policy Guidelines for State Teacher Award, Young Teacher Award, Administrator Award and Special Teacher Award.

The State of Punjab, Department of School Education places great emphasis on quality teaching, cultivating excellent teachers, administrator and highlighting the tasks of teaching and educating. To honour and thank teachers for their excellent teaching performance and their significant contribution to enhancing the quality of learning and teaching in the schools of Punjab the following guidelines are set out to select teachers and administrator for State Teacher Award, Young Teacher Award, Administrator Award and Special Teacher Award to be awarded on Teachers Day on 5th September of every year.

1. Eligibility:

(a) **State Teacher Award:** Any teacher/ school head working in the Department of School Education having regular service of at least 10-years as on the last cut-off date of the nomination will be eligible to participate in the selection procedure of State Teacher Award.

(b) **Young Teacher Award:** Any teacher/ school head working in the Department of School Education having regular service of less than 10 years and who has cleared probation or spent more than 3-years as on the last cut-off date of the nomination will be eligible to participate in the selection procedure of Young Teacher Award.

Teachers working in the Societies viz. SAMAGRA and PICTES can also be nominated for State Teacher Award and Young Teacher Award provided they fulfil the eligibility conditions. Principal / Head Master / Center Head Teacher / Head Teacher who have joined the department through direct recruitment with requisite experience and have cleared probation in any post (i.e. present post or previous post) during their service, such Teachers can also be nominated for the Young Teacher Award. Prior service of the teachers who have previously worked with SSA/ RMSA and are now regular in the department shall also be counted.

(c) **Administrator Award:** Any administrator working in the Department of School Education must have served for at least one year up to the last cut off date of the nomination at the state Headquarter, or in the district/ districts as District Education Officer, Deputy District Education Officer, Block Primary Education Officer and DIET Principal.

(d) **Special Teacher Award:** Any teacher who has been inducted in the Department of School Education as per policy for Welfare for Adhoc, contractual, Temporary Teachers (Nation Builders) and other employees issued by the Department of Personnel, Punjab, dated 07-10-2022, will be eligible to participate in the selection process of Special Teacher Award.

The employees who are on extension are not eligible for nomination for the Awards.

2. Nomination for the Awards: No special cadre teacher/ teacher/ school head/ administrator would apply for the award himself/herself. Any person / teacher/school head/ Block Primary Education Officer/

District Education Officer/ Deputy District Education Officer/ DIET Principal/ Assistant Director/ Deputy Director/ Director School Education/ Director General School Education/ Director SCERT/ Secretary working in the Department of School Education can nominate any special cadre teacher/ school teacher/ school head/ administrator for the State Teacher Award, Young Teacher Award, Administrator Award and Special Teacher Award.

The nominator will write recommendation in at least 250 words about the nominee in his/ her own handwriting keeping in mind the parameters of evaluation for the State Teacher Award, Young Teacher Award, Administrator Award and Special Teacher Award as specified in at Para no. 7.0.

The nominations will be uploaded on the web portal made for the State Teacher Award, Young Teacher Award, Administrator Award and Special Teacher Award on the Department's website ssapunjab.org as per the prescribed procedure.

3. Processing of the nominations: All the nominations received through the web portal by the cut-off date would be scrutinized by the MIS Wing at the Head Quarter. The district-wise nominations (except those for Administrator Award) would be forwarded to the District Education Officers of the concerned districts. The concerned District Education officers would write the citation in at least 250 words in their own handwriting only (not typed). They would ensure to upload the prescribed information of the candidates which they would recommend on the web portal. The nominations for Administrator Award will be scrutinized at the head office by the State level Committee.

4. Screening Criterion: After receiving the nominations for State Teacher Awards, Young Teacher Awards and Special Teacher Awards, District Education Officers in the concerned districts would screen out the nominees. However, in case of Administrator Award, the State level Committee will do the screening of the nominees. A nominee who has been charge sheeted under rule 8 of CSR, or who has been transferred on administrative grounds, or has been indicted/ convicted and punished in a case of vigilance, sexual exploitation or sexual harassment or if any such case is pending against him/her would not be eligible for the State Teacher Award, Young Teacher Award, Administrator Award and Special Teacher Award.

5. Number of Awards:

(a) State Teacher Award: Total number of awards in the state is fixed to be 50. The number of awards for teachers/schools heads working at primary level and at higher level have been fixed keeping in mind the proportion of eligible teacher/ school heads (who have completed their regular service of 10-years) at these two levels. Thus the total number of awards for the teachers/school heads working in primary schools is fixed to be 21 (i.e. 41%) and that for teachers/school heads working in schools other than primary schools is 29 (i.e. 59%).

(b) Young Teacher Award: Total number of awards in the state is fixed to be 10. The number of awards for teachers/schools heads working at primary level and at higher level have been fixed keeping in mind the proportion of eligible teacher/ school heads (who have experience of less than 10 years and has cleared probation or completed their service more than 3-years) at these two levels. Thus the total number of awards for the teachers/school heads working in primary schools is fixed to be 4 (i.e. 40%) and that for teachers/school heads working in schools other than primary schools is 6 (i.e. 60%).

(c) Administrator Award: Total number of Administrator Awards in the State is fixed to be 11. One for District Education Officer (SE), One District Education Officer (EE), One for Deputy DEO (SE), One for Deputy DEO (EE), Five awards for BPEOs, One for the DIET Principal and One for Teaching Cadre employee at State Headquarter will be awarded as Administrator Award on the basis of their performance.

(d) Special Teacher Award: Total number of Special Teacher awards is fixed to be 5 in the State.

The awardees will be selected for State Teacher Award, Young Teacher Award, Administrator Award and Special Teacher award purely on merit based on the parameters (listed at Para no. 7.0). One award will be ensured to one teacher per district and the remaining awards may be given strictly on the merits irrespective of the districts.



However, Hon'ble Minister of School Education may nominate the names of five outstanding special cadre teachers/ teachers / School Heads/ administrators for the State teacher award, Young Teacher Award, Administrator awards and Special Teacher award adhering to the criteria of the Policy.

6. **Award Benefits:** One year Extension in service will be given to the awardees that are conferred with State Teacher award. The recipients of Young teacher award, Administrator Award and Special Teacher award recipients shall not be given extension in service.

No financial benefit in cash or kind will be given to the awardees however, a medal, shawl and certificate is conferred to the awardees to honour them.

7. Evaluation:

a) **Parameters of Evaluation** for selection of Special cadre teachers/ Teachers/ schools Heads/ administrator for State Teacher Award, Young Teacher Award, Administrator Award and Special Teacher award:

S.no.	Parameter	Weight age
1	Contribution in enhancing the learning outcomes of students at Schools/ Block / District Level.	30
2	Professional Development, in-service trainings and updation of knowledge	10
3	Work done by teachers/ School heads/ administrator to encourage community, parents, alumni etc. to contribute to the schools in building infrastructure/BALA/ Smart Class/ Smart School	15
4	Publication and Research and contribution in developing teaching learning material, training modules and content	5
5	Organization of extra-curricular activities	5
6	Innovative experiments (like use of ICT, joyful learning techniques, activity based methods, delivering audio-video lectures on YouTube/TV/Radio channels.	10
7	Mobilization of society for spreading awareness regarding social evils, health, national integration, etc.	5
8	Strengthening of School Libraries/ Book bank/ reading cell	5
9	Appreciation for special contributions/ Young Teacher Award	5
10	Any other prominent contribution not covered above e.g. Working in school for comparatively more number of days during the academic year, organizing summer camp, remedial classes, increasing enrolment, efficient and effective implementation of Departmental Schemes.	10
	Total	100

b) **District Level Screening Committee:** After screening the data of the nominees as per 4.0 above, for applying for the State Teacher Award / Young Teacher Award/ Administrative Award/ Special Teacher award, a committee has been formed at the district level to verify the work done by the Special cadre teachers/ teachers / school heads / administrative officers as following:

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| 1. District Education Officer (S.E)/ (E.E) | Chairperson |
| 2. Deputy District Education Officer (SE)/EE) | Member |
| 3. DIET Principal/ Senior Principal/ Senior BPEO | Member |

The above mentioned Committee will visit the school and physically verify the work and achievements of the nominee during their service as per the detailed Performa of evaluation parameters (Annexure). The district committee will check the PowerPoint presentation prepared by the nominee and also take insight from the staff and school head regarding the nominee.

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c) **State Level Screening Committee:** In order to cross-check the verification done by District committee, a State level screening committee is constituted as following:

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| 1. Director School Education (S.E) / (E.E) | Chairperson |
| 2. Deputy Director/ Assistant Director/ Deputy State Project director/
Assistant State Project director from Head office | Member |
| 3. Subject Expert | Member |
| 4. National Awardees | Member |

The above committee may visit any school of any district to cross-verify the nominees previously verified by district Committee.

8. General Conditions for Awards: The State gives awards to honour Special Cadre teachers/ teachers/school heads/ administrators to enhance their dignity and prestige in the society and depict them as exemplary and model teachers/school heads/ administrators to be paragon of virtue for other teachers for motivation. However, when the instance of some malpractice or bad activities by an awardee comes to notice, it brings disgrace not only to the Department but also to the whole teacher community. Hence, in this backdrop following general conditions are laid down for awardees:

- i. If any awardee who is bestowed with an Award tries to degrade the prestige of award, gives any statement to return the award in any sort of resentment, his/her award will be taken back and he/she will be permanently debarred from applying for award in the future.
- ii. In case the results of the awardees are less than the average results of the state (PSEB/SCERT results or results of any other test e.g. NAS or any other test to be specified by the Department) for the next three consecutive years, his/her Award should be taken back after giving an opportunity to explain.
- iii. It is further stated that if any awardee is found to be involved in any immoral activity or using derogatory remarks or language against their colleagues/head/senior officers, his/her award should be taken back apart from initiating appropriate departmental action against him/her.

9. Formation of Jury for Selection: The shortlisted and recommended applicants for the awards would be required to make a PowerPoint presentation before the following committee of officers/ prominent educationists which is constituted to make recommendations on the awards:-

- i) Administrative Secretary, School Education
- ii) Director General School Education
- iii) Director of School Education (Secondary)
- iv) Director of School Education (Elementary)
- v) Director, State Council of Education Research and Training
- vi) One District Education Officer (SE) to be nominated by the Govt. annually for the awards.
- vii) One District Education Officer (EE) to be nominated by the Govt. annually for the awards.
- viii) A Member nominated by NCERT, New Delhi with Academic background.
- ix) A member nominated by Administrative secretary, Higher Education, Punjab.
- x) Professor/ Associate Professor from State Universities/ Government Colleges of the State.

The honorarium for the non-departmental Committee members would be paid as approved by the Department of School Education. TA/DA would be reimbursed as per the Punjab Govt. rules.

Note: The previous guidelines issued for the State Teachers Award has been superseded.

ਪੰਜਾਬ ਸਰਕਾਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ
ਪਤਾ: ਸੀ-1/1 (2024) 9086 ਫੋਨ: 09/07/2024
ਕਿਸੇ ਵੀ ਉਤਰਾ ਜਨਮ ਸਰਕਾਰੀ ਸਕੂਲ ਵਿੱਚ
ਉੱਚੇ ਪਾਠਸ਼ਾਲਾ ਵਿਭਾਗ ਵਿੱਚ ਉੱਚੇ ਪਾਠਸ਼ਾਲਾ
ਪਾਠਸ਼ਾਲਾ ਵਿਭਾਗ ਵਿਭਾਗੀ ਆਈ ਐਚ ਐਚ
Secretary School Education, Punjab
ਪੰਜਾਬ ਸਰਕਾਰ ਵਿਭਾਗੀ ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ
ਸਕੂਲ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੀ.ਸੀ.)
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